Staff Certification



Staff certification is used for EPS calculations, so it's important to thoroughly review this information for accuracy.

- Prior to the superintendent's certification all current staff must be given an active assignment(s) for the current school year
- The staff certification will not be accepted if the certification report contains any pending records or if there is any missing data in the designated roles section of the certification report
- SAUs without a librarian or nurse can select the superintendent as the district role without actually giving them a staff assignment for that role.

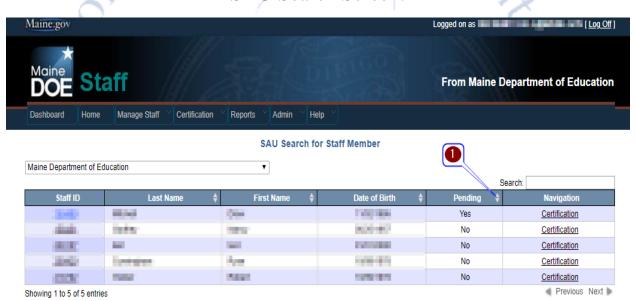
There are five columns on the staff certification report:

- 1. Number of Active Staff the number of active staff members with this position
- 2. Number of Active Positions the number of active positions with this position
- 3. Total *FTE this is the total FTE count for staff members in this position district wide. Total FTE equals EPS FTE plus non-EPS FTE
- 4. Total *EPS FTE this is the total EPS FTE count for staff members in this position district wide. EPS FTE is only listed if there are staff assigned to EPS Positions
 - a. The EPS FTE calculation for a staff person for all EPS positions held can never be more than 1.0 therefore it is important to determine the FTE based on all positions; often those positions are in a different position category and are not seen on the individual reports.

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- b. The EPS Position notation refers to a position that is part of the FTE calculation used in the EPS funding calculation. Not all positions listed on the Multiple Positions report are considered EPS positions, but they should be used to determine the correct FTE to use in the EPS calculation.
- 5. Number of Pending Positions the number of staff members in this position that have pending assignments within the district. If there are any staff assignments pending, the superintendent will not be able to certify the staff data.
 - a. The quickest way to resolve pending positions is to use the SAU Search screen and filter on the pending positions (as seen in the following screen shot).
- *FTE Full time equivalency
- *EPS Essential Programs and Services

SAU Search Screen:



- 1. Once you have the district selected click the arrow to filter PENDING to the top.
 - a. Resolve any pending positions then return to staff certification.

EPS Staff:

EPS Staff Positions	EPS Actual FTE Totals
Teacher	1.00
Guidance	
Librarian	
Health	
Education Tech	
Library Tech	
Clerical	
School Admin	
Totals	1.0

- EPS Staff section shows only your EPS positions and the totals for those positions.
 - It gives you the ability to see the EPS FTE amounts per EPS category for your SAU and is an additional place to view and certify this data other than the ED 267 report.

District Roles:

Role	Designee	
Assessment Coordinator	Hading Heley 1	
Chemical Hygiene Officer (CHO)	Company State 1	
Data Specialist	Marie Company	
Director of Technology	THE RESERVE TO SERVE THE RESERVE TO SERVE THE RESERVE	
Dropout Prevention Coordinator	The state of the s	
Facilities-Director/Manager	Favorighm Rose &	
Integrated Pest Management Coordinator	•	
Librarian	Epithylan Nati +	
McKinney-Vento Liaison	THE PERSON NAMED IN COLUMN TO SERVICE AND ADDRESS OF THE PERSON NAMED IN COLUMN TO SE	
Nurse	Desirate Date 1	
School Security		
Superintendent of Schools	Commence Commence	
504 Coordinator	(Marie Comp. 1)	
Attendance Coordinator	THE RESERVE TO SERVE	
Foster Care Point of Contact	The state of the s	
All roles must have an assigned designee in order to Certify. Save Designees		

These roles should be filled by whomever is performing these functions and updated whenever this changes during the year.

- The district roles section is where you indicate which staff members perform critical roles within the district.
- Anyone with SAU admin access to the staff module within NEO can update the designated roles for their district throughout the school year. It is important that this is done because the designee you list is the one that is listed in all public reports. It is not necessary for the superintendent to recertify if changes are made after December 1st.

Once you have filled all district roles click save to proceed.

Certifying the report:

Once you have completed the three sections of the report the superintendent can certify. If you're still missing any information the superintendent will see a greyed out Certify button along with an error.



- 1. If everything is complete they will have a Certify button that can be clicked:
 - Once the report is certified the certify box will show the superintendents name, along with the time and date that they certified.
 - Please note that only the superintendent and DOE staff can see the certified section.



If you have any questions, comments or concerns in regard to this document please do not hesitate to contact the MEDMS Helpdesk directly.

(207) 624-6896

medms.helpdesk@maine.gov

Hours: Mon through Fri - 8:00 am to 4:00 pm